



ASNZ CLUB TRANSFER PROCEDURE:

Athletes may only transfer in Term 1 and Term 4 unless they are physically moving locations that justifies movement between Clubs, or with special permission from the Board. Athletes must clear all debt in their Origin Club before they are allowed to transfer.

Definitions:

Destination Club: The Club that the athlete is moving to and will affiliate with

Origin Club: The Club that the athlete is moving away from and will no longer be affiliated with

Please note the following process:

1. Either Club contacts admin@artisticswimmingnz.org.nz to inform them of a transfer.
2. ASNZ then takes over and guides the following process:
3. The Destination Club asks the primary caregiver of the athlete who is moving to fill out [this form](#) and sends it to admin@artisticswimmingnz.org.nz
4. Once we receive the document, we review and file it.
5. The Origin Club then receives [this form](#) to fill out and send back to admin@artisticswimmingnz.org.nz. The club must confirm that there is no debt for this athlete and must confirm if the affiliation fees have been paid to the Club and then on to ASNZ.
6. Once we receive the document, we review and file it.
7. An email is sent to all parties confirming the approval of the transfer - with an invoice for the Destination Club to pay their affiliation fees if these have not already been paid.
8. ASNZ will not approve the transfer and the athlete cannot compete for the Destination Club until all debt is paid at the Origin Club and ASNZ has received confirmation that this has happened.

A transfer is not complete without the primary caregiver and the Origin Club agreeing to it. To reiterate, the athlete must have no debt at the origin club.

Any disputes must be settled internally by the Origin and Destination Clubs and cannot be settled by ASNZ.

Date: 14 September 2023